

# Aneesha Antony



An enthusiastic individual seeking to secure a responsible position in the HR department, sharing my theoretical knowledge in practice along with interpersonal skills and an ability to work across multiple tasks to further the growth of the company.

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## EDUCATION

### Master of Business Administration KMM College of Arts & Science

08/2020 - Present

Cochin

Specialization

- Human Resources
- Operations Management

### Bachelor of Arts St Tomas College

07/2017 - 03/2020

Ernakulam

Specialization

- Economics

### Higher Secondary

#### Our Lady's Convent Girls High School (OLCGHS)

07/2014 - 03/2016

Ernakulam

Course

- Computer Science

## PROJECT WORK EXPERIENCE

### Internship Report Work Cochin Shipyard

05/2021 - 12/2021

Cochin

Cochin Shipyard Ltd is the largest shipbuilding and maintenance facility in India.

Tasks

- Organizational Study - Studied Organization Profile and Industry
- Conducted Industry Analysis
- Conducted SWOT analysis and situational assessment

## SOFT SKILLS

EFFICIENT ORGANIZATION

TEAM MANAGEMENT

DECISION MAKING

TIME MANAGEMENT

INTERPERSONAL AND COMMUNICATION SKILLS

LEADERSHIP SKILLS

CONFLICT RESOLUTION

## SOFTWARE SKILLS

Microsoft PowerPoint

- Intermediate

Microsoft Word

- Advanced

Microsoft Excel

- Basic

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

## INTERESTS AND HOBBIES

Yoga

Reading

Playing Violin

Fitness